

Brigade Command Policy # 01-11

AFZN-BA-CO

MEMORANDUM FOR Commanders, 1st Brigade

SUBJECT: 1st Brigade Contingency Operation Plan for Retention

1. References: FORSCOM MOI dated 19 Jan 96
AR 601-280, Appendix H
2. Upon notification of deployment, the Senior Brigade Career Counselor will ensure that the records of all soldiers who are eligible for retention are screened for accuracy. A reenlistment packet will be done on each eligible soldier and will include:
 - a. DA form 4591-R
 - b. Quickview
 - c. DA Form 2A
 - d. DA Form 2-1
 - e. Copy of Prepare pages from RETAIN
 - f. Current APFT, HT/WT/Tape test (if required)
3. A Career Counselor, MOS 79S, will deploy with battalion-sized or greater elements.
4. The Senior Brigade Career Counselor will ensure that the necessary supplies are ordered and ready for deployment, the packing list follows:
 - a. Footlocker – 2
 - b. Laptop computer with printer – 1 per battalion
 - c. U.S. Colors with casing – 1 per battalion
 - d. DA Form 3340-R – 3 packs @ 100 each
 - e. DA Form 3286 – 3 packs @ 100 each
 - f. DA Form 4789 – 3 packs @ 100 each
 - g. DA Form 5612 – 3 packs @ 100 each
 - h. DA Form 256A – 3 packs @ 100 each
 - i. DA Form 5689 – 3 packs @ 100 each
 - j. Waiver of Reenlistment Option Statements - 50 each
 - k. Pre-Addressed Mailing Envelopes – 150 with NCO, 150 in rear
 - l. CONEX
 - m. Field table / folding chairs – 2
 - n. Polaroid camera – 1 per retention NCO
 - o. Award binders – 2 boxes
 - p. Fan / heater – per climatic conditions
 - q. GP Small tent with poles
 - r. Individual comfort items
 - s. Mosquito netting
5. The Senior Brigade Counselor will ensure that soldiers who deploy with active Bars to Reenlistment are counseled. If warranted, Bar removals will be accomplished prior to soldiers' departure. If the Bar is to

remain in effect, a copy of the entire Bar packet will go along with the Career Counselor, so that subsequent Bar reviews may be accomplished.

6. The Senior Brigade Career Counselor will coordinate the return of soldiers on Reenlistment-generated assignments with the chain of command. HQDA will be notified of deployment and arrangements made to ensure that the soldier is returned to the unit 60-90 days prior to departure for assignment, or deferred.

7. The Senior Brigade Career Counselor will coordinate an e-mail / PROFS account and Postal Mailing address for deploying retention NCOs. Classes on any new software will be scheduled to ensure that the deploying retention NCO is well-versed in any new equipment/software. The key is to enable the deployed retention NCO to be operational as soon as possible upon arrival to the theater.

8. The Senior Brigade Career Counselor will coordinate fax capabilities, so that any priority messages can be disseminated immediately, thus eradicating any erroneous retention actions.

9. The Senior Brigade Career Counselor will coordinate with DOIM to ensure that software requirements are met. Training in conjunction with any new software will be coordinated.

10. The Senior Brigade Career Counselor will coordinate with installation to procure additional UKCs / passwords for RETAIN.

11. The Senior Brigade Career Counselor will coordinate transportation utilizing two (2) HMMWVs to use for Retention activities. The Senior Brigade Career Counselor and the Command Sergeant Major will coordinate other means of transportation depending on the place or location of deployment.

12. POC for the 1st Brigade Contingency Deployment Plan is the Senior Brigade Career Counselor, DSN 856-4809.

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BART HOWARD
COL, AR
Commanding